



DEPARTMENT OF THE ARMY
U.S. ARMY CONTRACTING AGENCY
HEADQUARTERS, NORTHERN REGION
11 BERNARD ROAD
FORT MONROE, VA 23601-1001

SFCA-NR

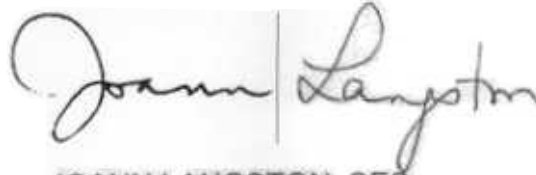
7 September 2004

MEMORANDUM FOR U.S. Army Contracting Agency (ACA) Northern Region

SUBJECT: Administrative Policy Letter A04-08, Fire Protection and Prevention

1. Reference, Fort Monroe Regulation 420-3, dated 1 Feb 95, subj: Facilities Engineering Fire Prevention and Protection, with Change 1, dated 1 Mar 95.
2. Overall prepotency for fire prevention and protection is provided by the Fort Monroe Fire Department. Each individual in the ACA NRHQ bears responsibility to help safeguard the loss of life and property by fire through the use of common sense and the measures listed below.
 - a. Personnel will participate in fire drills to practice safe egress from Building 10. Under no circumstances will personnel re-enter the building until told to do so by the senior fire department representative or senior ACA NRHQ leader on-site at the time.
 - b. Keep aisles, corridors, exit passageways, stairs, and outside fire escapes unobstructed at all times.
 - c. Exit doors will remain unlocked at all times when the building is occupied. Exit doors will swing when individuals are exiting the building. Exits will be properly identified.
 - d. Visually inspect assigned areas during normal operations and at the close of business to detect and eliminate fire hazards.
 - e. Ensure electrical cords are not frayed or otherwise deteriorated. Disconnect electrical appliances with heating elements when not in use or unattended.
 - f. Designated smoking areas will be provided and utilized IAW AR 600-63, Chapter 4.
 - g. Report all fires, regardless of size or nature, to the Fort Monroe Fire Department at 788-2287.
3. This administrative policy applies to the ACA NRHQ only.

4. This administrative policy remains in effect until rescinded or superceded.

A handwritten signature in cursive script that reads "Joann Langston". The signature is written in dark ink on a light background.

JOANN LANGSTON, SES
Director
Army Contracting Agency
Northern Region